

EVENT ROOM PROPOSAL

As proposed by:Carolyn Stanley & Jeff Tave

As reviewed for operational execution by: Donna Bova & Ann Vernon

FEES

	Resident	Non-resident	Deposit
Room (5 hours)	\$400	\$550	\$100
Additional Room rate	\$80/hr	\$110/hr	
Kitchen (5 hours)*	\$150	\$250	\$100
Additional Kitchen rate	\$30/hr	\$50/hr	

* Grill/fryer/oven use would require training and operator must be AT LEAST 18 years of age.

- Deposit fees due at time of reservation. Room/kitchen fees due 2 weeks prior to event. If reservation cancelled within 72 hours of event, 50% rental fees forfeited.
- Deposit refunded in full if all clean and undamaged. If only cleanliness issue, a minimum of 50% deposit will be withheld.
- Room fees: Local 501-C/503-B organizations may request waiver to room and/or kitchen fees for events 3 hours or less at the discretion of El Lago City Council.
- Presence of alcohol (availability, serving, sales) must be documented on rental agreement. (Question: If alcohol is served/sold, should there be a security guard?) Also, a statement about renter responsibility of not serving alcohol to the underage must be signed off on rental agreement.

EVENT ROOM

- Event participation size limited to **XXX** --- as specified by Fire Marshall to allow for safe exit of room in the event of emergency.
- Rental includes use of stage and existing tables and chairs within room (the following needs to be specified on rental form: amount of tables & chairs, existence of stage, need for corded microphone, and pre-configuration of audio/visual (A/V) rack by city staff). Final configuration of table/chair layout and whether permitted city-owned A/V equipment is required at least 72 hours prior to event. No changes to configuration will be permitted within 24 hours of event unless renter performs reconfiguration.

- To receive full refund of deposit, all facilities (room, bathroom, kitchen, city-owned equipment) must be left in good, working condition and which a general cleaning (vacuum, mop, wipe) will return the facility to its former condition as found. If kitchen is rented, all city-owned facility inventory must be in place except for normal use of consumables. All A/V equipment will be tested for proper operation. All trash must either be placed in the dumpster or in the supplied trash receptacles. There must not be any permanent marks/hole on/in walls, carpet, floor, tables/chairs/chairs, or building fixtures.
- If the kitchen is not rented, its access will be restricted (locked).
- Decorations will be limited to chair, table, or free standing. No decorations may be attached to ceiling, walls, windows, floors UNLESS an approved method of application is used (i.e. 3M removable hooks, etc.). Nails, screws, or any items which will leave a mark or hole in the wall are not allowed.
- Use of city-owned audio/visual (A/V) equipment and speaker system may be allowed only through external interface (wall jacks) and with prior set-up by city staff as required. No access to A/V rack via storage area shall be permitted (ensures A/V equipment and storage room security). Use of city-owned corded microphone may be permitted upon request (cordless equipment will NOT to be made available due to value).
- Use of outside patio area immediately behind event room may be reserved. External breezeway and patio area between community room and fitness center may NOT be reserved.
- Event guests must follow all parking restrictions per signage and/or ordinance. Parking areas may not be restricted/reserved.

CONCESSIONS/MERCHANDISE

Use of facility that includes sale of merchandise (or service) will incur a 15% retention of receipts minus rental fees as a concessionary fee. A statement of accounting is due prior to deposit being returned. Local 501-C/503-B organizations may request a reduction or waiver to concession fee at the discretion of El Lago City Council.

For example:

\$2000 merchandise sold

-\$800 rental fee (exclusive of deposit)

\$1200 X 15% = \$180 concession fee